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WEEKLY ACTIVITY REPORT

(Items marked with an \* are suggested for Mr. Baird's Report)

A. PROGRESS REPORT - OLD PROJECTS

1. Mobile Audio-Visual Aids Device - No change.
2. War Plans Staff Officer Course Manual - No change.
3. Translation of Basic Agent Training Tradecraft Manual  25X1  
Translation has been completed, and is now being typed.
4. The Red Interpreter - Two hundred copies have been received. Publication was reviewed by the OTR Publications Board and its recommendations forwarded to D/TR.
5. Filmagraph Production for BIC (I)
  - a. Completed set of 14, 2"x2" lantern slides, title, "Flow of Intelligence." These slides will be used in the PROJECTOGRAPH (continuous slide viewer) as a static display in the classroom.
  - b. A second set of 14, 2"x2" colored lantern slides on the subject, "Selection of Strategic Air Targets," has been completed in layout and submitted to the instructor for approval.
6. Educational Exhibit and Display Panels for BIC(I)
  - a. Work on the display area and panels will begin upon completion of other work in Alcott Hall. Approximate date is set for the middle of December.
  - b. Preliminary plans now underway for final art on display for area, "Production of a National Intelligence Estimate." Deadline date for completion tentatively set at 1 January.
  - c. Discussion was held with Mr.  regarding status of other display projects. Chief, Graphic Aids Section informed Mr.  that only one display may be considered for possible completion at deadline date. 25X1  
25X1
  - d. A series of security posters is being prepared for use in the display area.

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- e. Discussion was held with Mr. [ ] (Photo Intelligence Branch ORR) and Chief [ ] in connection with display, "Photographic Intelligence." The instructor will review preliminary sketches prepared by Mr. [ ] regarding appropriate content and materials, prior to planning of display design. 25X1 25X1 25X1
7. Order of Battle Edited Training Film - No progress to report on this project. Impetus for project has dissolved so it will be deleted from report.
8. Revision of the [ ] Sheet - No change. 25X1
9. TR(S) Program of Instruction - No change.
10. [ ]
11. [ ]
12. [ ]
13. [ ]
14. [ ]
15. Publication of Guide for Stenographers and Typists - Final draft submitted to Reproduction Division with printing specifications. General Services Office holding printing for specific approval from C/GSO to linotype the publication.
16. Editing of Area Background Film - No change.
17. Complete editing of Basic Agent Training Tradecraft Manual (English Version). - The Chief, Editorial and Reproduction Section has been requested to edit the complete text of the English version of the BAT manual for the purpose of revision of its organization to make it more practical for instructional uses and to continue to clarify the content. Editing of foreword and six sections have been completed. These have been forwarded to Chief, Basic Training with recommendations for re-organization of the text.

B. PROGRESS REPORT - NEW PROJECTS

1. Revision of Bibliography used by the CIA Orientation Course. Bibliography has been revised by Mr. [ ] for recency and value and submitted to various instructor-specialists for comments on selections and annotations about those selections. Bibliography will be less in total books but will reflect the pattern of texts used in OTR on each subject. 25X1

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**SECURITY INFORMATION**

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2. Budget Presentation Charts. A series of charts and graphs has been designed to assist the BFO/OTR in preparing and presenting the budget. Sketches are 90% complete.
3. Training Aids for Industrial Register. IR/OCD has requested the Graphic Aids Section to re-design its portion of the OCD display used in the BIC(CS). Layouts, to scale, will be submitted to Mr.  25X1
4. Follow-up on Survey of Clerical Orientation Course. Several projects have been developed from the survey of the Clerical Orientation Course by the Training Methods Specialist. The major ones are:
  - a. Compilation of area information kits for use by students following lesson on Geography.
  - b. Improvement of the classroom set-up and use of recording equipment in the telephone laboratory.
  - c. Design and production of a film-strip for use in the lesson on intelligence.
  - d. Design and production of a training aid series for use with the lecture on Communism.
  - e. Development of a lesson plan for the OTR Librarian to use when he replaces the OCD instructor.
5. Map Display for BIC(I). The Map Training Officer is preparing a static map display for this course. The display will illustrate kinds of maps and the maps commonly used in the NIS and for other Agency purposes.

C. ITEMS OF CURRENT INTEREST

1. Arrangements have been completed for the instructor in charge of the  Seminar to receive loan material from FDD. The instructor has been sent a list of publications available from which he will make his selection.
2. The OTR Library has screened the last group of documents being retired from the Air Force Library. Those documents pertinent to the training program are being retained by OTR.

D. ITEMS OF ADMINISTRATIVE INTEREST

1. The OTR Publications Board met on 23 November. Those in attendance were  25X1

Chief, Training Aids Branch

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